

ROUTING AND RECORD SHEET**SUBJECT:** (Optional)

Office Objectives for FY-85 and New Initiatives for FY-87.

FROMChief, New Building Project Office, OL
3E40 Headquarters**EXTENSION****NO.**

OL 2114-84

DATE

25 SEP 1984

TO: (Officer designation, room number, and building)**DATE****OFFICER'S
INITIALS****COMMENTS** (Number each comment to show from whom to whom. Draw a line across column after each comment.)**RECEIVED****FORWARDED**

1. C/I&MSS/OL

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25 September 1984

MEMORANDUM FOR: Chief, Information and Management Support Staff, OL

FROM: Chief, New Building Project Office, OL

SUBJECT: Office Objectives for FY-85 and New Initiatives for
FY-87

REFERENCE: Memo for Multiple Addressees fm C/I&MSS/OL, dtd 20 Sep 84,
Subject: OL Annual Planning Conference

1. This memorandum is in response to your request for candidate objectives and new initiatives for discussion at the upcoming Office of Logistics (OL) Planning Conference.

2. Our recent submission in connection with the OL Five-Year Plan contained the short term carry-over of the OL Professionalism objective and the continuation, through FY-85, MBO on Agency Activities Consolidation. I believe the milestones remaining to be met which relate to these objectives represent a significant effort for the New Building Project Office (NBPO) and I propose no additional objectives for FY-85.

3. In that the NBPO will have, for all practical purpose, completed its mission by 1987 it would seem inappropriate for us to sponsor any new initiatives for that subject period.

STAT



OL 2114-84

done

P&PD

FY 1985 OFFICE OBJECTIVES

- A. To explore and research available and emerging methods for improved document dissemination and accountability. This objective seeks to increase numbering capability for classified documents and to provide customized control of information for selected "executive" level distribution.
- B. To conduct an Agency-wide survey of publications, printing, duplicating, photographic and graphic requirements in order to determine changes in requirements, which will impact the division with the opening of the new building, and changes in requirements due to technological advances and trends.
- C. To upgrade existing computergraphic interfaces to enable P&PD designers to electronically capture and enhance original graphic designs produced by customer in VM-type terminals.

done

New Building Planning Office

By the end of FY 1985, gain approval for and institute commuter shuttle bus service between Headquarters and the Rosslyn and/or Ballston Metro station(s). Combine this action with an aggressive advertising campaign to maximize employee utilization of this service.

Jones

Security Staff FY 1985 Office Objectives

9:00 - 10/9

Update the Standard Security Procedures for Contractors security manual dated 1 May 1979. Effect changes in security requirements, where appropriate, and update the various forms contained in the manual.

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PERSONNEL AND TRAINING STAFF - OFFICE (OL)

OBJECTIVES FOR FY 85

STUDENT INTERN PROGRAM

Develop a student intern program in conjunction with local universities that would permit an individual to work part time for a specified period in a field related to his/her course of study and earn credits toward graduation. Such a program would augment OL's existing co-op program and provide a greater recruiting emphasis in the metropolitan Washington area schools.